



## WICHITA POLICE DEPARTMENT Policy Manual

Approved by:

Policy 803-Keys

Page 1 of 1

Maintained by: Information Services

Issue/Rev.: R 09-20-2007

- 803.01 Members of the Department are accountable for all Departmental keys which are issued to them. A member shall document a lost or stolen key with an explanatory Officer's Report directed to his/her Bureau Commander, who must authorize replacement.
- 803.02 A member of the Department who terminates, retires or no longer needs a particular key which has been issued to him/her, shall turn in all Departmental keys which have come into his/her possession.
- R
- A. A door key--to the authority responsible for issuing it [see Sections 803.03 and 803.04];
- B. A vehicle key--to his/her immediate supervisor, who shall ensure that it is forwarded to the Bureau Commander.
- DOOR KEYS:
- 803.03 Keys which unlock doors that are located within City Hall are issued by members of the Information Services Unit, who shall maintain a list of key(s) assigned to individual Department members. These keys will not be transferred from one member to another [e.g., a detective who is promoted to sergeant may give his/her sixth-floor key to the officer promoted to detective to replace him/her]. The member to whom the key was issued must turn his/her key into the Information Services Unit, at which time it can be reissued to a new member.
- R
- 803.04 Keys to doors which are Police Department property but are not in City Hall are issued by the Bureau Commander who has control over the door; he/she shall keep a listing of which Department members have been given which key number(s).
- R
- 803.05 A Department member who feels his/her duties necessitate issuance of a key to a door within City Hall, shall contact the Information Services Unit. The request must be approved by a supervisor, then the desired key will be immediately issued if one is available, or will be delivered to him/her as soon as a new one is made.
- R
- 803.06 A key for each Police Department door within City Hall is maintained in the Records Supervisor's Office. These keys may be checked out by members who need access, for duty-related reasons, to areas of the building which are locked and for which they do not have issued keys. Prior to obtaining any key, a member shall enter the following information in the Records Supervisor's "Key Log":
- R
- A. His/her name and identification number;
- B. Area the key will grant access to;
- C. Number and letter(s) punched on the key [e.g., 57BF];
- D. The reason he/she needs access to the area;
- E. Time and date he/she checks out the key;
- F. Time and date the member returned the key to the key box.